MUNIS

MASS CREATE NEW PROJECTS AND ACCOUNTS (BGL-5)

MAY 2003

VERSION (3.0)

Kentucky Department of Education
MUNIS User Procedures Guide

BGL-5

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MASS CREATE NEW PROJECTS AND ACCOUNTS

OVERVIEW

New year projects and accounts can be mass created by copying them from existing projects. This process simplifies the budget entry required to establish budgets on new year projects.

The mass creation process allows a user to create Master Projects for the new year by copying project information from prior year projects. All projects chosen are copied, whether their status is active or inactive or their budgetary flag is set to yes or no. No changes are made to the copies, except that inactive prior year accounts are copied as active new year accounts. Changes may be made to the Project Code and Title during the "Define" step of the mass create process.

Accounts are copied to the new year projects. Also, the amount in the current year revised budget field will be copied into the next year requested budget field for the new accounts. Any accounts not needed for the new year project can be deleted through normal processing. Likewise, any new accounts required for the new year project can also be created through normal processing.

NOTE: *Once the mass create process is completed, DO NOT RUN the zero master utility. Running it will erase the entries in the requested budget fields of mass created accounts.*

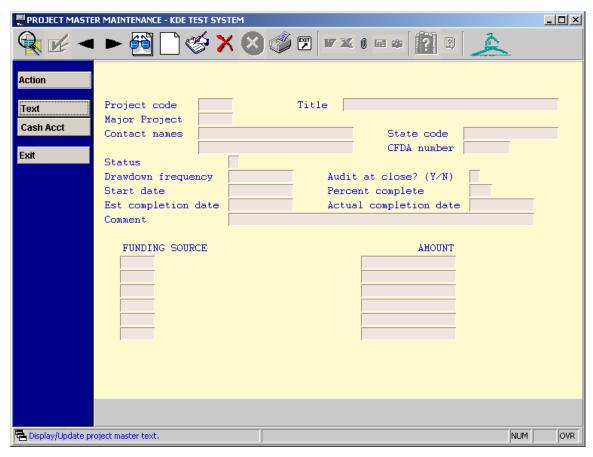*Only one user should run the mass creation process at a time to avoid conflicts.*

REVIEWING CURRENT YEAR PROJECTS

Before mass creating new year projects and accounts, review a current Project Master List to identify which projects and accounts should be copied to new year projects.

To Review Current Year Projects, Select:

A) FINANCIALS

    A) General Ledger Menu

        G) Project Accounting Menu

            B) Project Master Table

The following screen is displayed:

1. Select the **Find** icon (magnifying glass).

2. Enter the following in the **Project Code** field, replacing the "#" with the last digit of the current fiscal year:

   ???#*

   For example, to find all Fiscal Year 2003 Projects, enter ???3* in the Project Code field. This will find all projects with "3" in the fourth character of the Project Code, including both 4- and 5-character Project Codes.

3. Press **Esc** or select the **Check Mark** icon.

4. At the prompt listing the number of records found, enter **Y** to continue.

5. Select **Output** icon (printer).

6. Choose **2** for a **List sorted by code**.

7. Select **P** to **Print**.

Review the Project Master List to determine which projects and accounts should be copied to new year projects.

IDENTIFYING EXISTING NEXT YEAR PROJECTS

The 4th digit of the project code represents the fiscal year the project is started. Every 10 years, the project codes must therefore be reused. Prior to reusing a project, all accounts and history associated must be removed so the accounts start anew.

To determine if your district has any projects that must be reused, follow the same steps as noted in Reviewing Current Year Projects (above) using the next fiscal year in the Find criteria of step #2.

If any projects are identified, please note these and proceed to the Mass Deleting Next Year Projects/Accounts/Transactions step.

MASS DELETING NEXT YEAR PROJECTS/ACCOUNTS/TRANSACTIONS

Any projects, accounts or transactions associated with projects to be created in the new fiscal year must first be removed from the Munis database so they may be "reused". If any projects were identified in the previous step (Identifying Existing Next Year Projects), please follow the steps noted below.

NOTE: *Before performing the Mass Delete function, purge detail history transactions from the database as outlined in the document MSA-3 Purging GL Account History.   This will reduce the potential for out of balance journals.*

NOTE: *Please perform and verify a backup prior to Mass Deleting projects, accounts or detailed history transactions. These items may not be retrieved after the mass-delete is performed.*

To Mass Delete a Next Year Project/Accounts/Transactions, Select:

A) FINANCIALS

    A) General Ledger Menu

        G) Project Accounting Menu

            F) Mass Project/Account Creation

        Select the **Mass Delete** button

The following screen is displayed:

1. Select the **Find** icon (magnifying glass)

2. Enter a project or wild cards to select multiple projects

   ???#

   For example, to find all Fiscal Year 2004 Projects, enter ???4 in the Project Code field. This will find all projects with "4" in the fourth character of the Project Code and are only have 4 characters in length.

3. Press **Esc** or select the **Check Mark** icon to identify the matching projects. If the selection matches the projects you are expecting, proceed to the next step. Otherwise start from step #1 using different selection criteria.

4. Select the **Define** button and select a report print option of Summary or Detail. This will produce a report of the accounts (Summary) or accounts with detail transactions (Detail) that will be deleted from the database.

5. Select the **Output** icon (printer) and print, spool or display the report.

   Note: The Detail report option must be selected and the resulting report spooled or printed before the user may proceed with mass deleting projects, accounts and transactions.

6. Review the report to ensure the projects, accounts and transactions listed should be removed from the system. Any accounts listed in the Summary report with an

"*" to the left of the account indicates the account contains detail history transactions. If the report contains any detailed transactions that are *4 fiscal years old or less*, the Mass Delete <u>will not be allowed</u>. Please refer to the section on Moving Accounts to Hold State to move these accounts from the current project and allow the project and remaining accounts to be Mass Deleted.

> *Note:* ***If the Detail report option lists any detailed transactions older than 7 fiscal years (current plus 6 prior fiscal years) please refer to the Mass Delete function to purge detail history transactions from the database as outlined in the document MSA-3 Purging GL Account History. This will reduce the potential for out of balance journals from prior (4+ years) fiscal years.***

7. Select the **Process** button if the projects, accounts and detailed transactions listed are for projects that must be reused in the new fiscal year. This process may run for some time and should be done outside normal business hours or during low system utilization.

MOVING ACCOUNTS TO A HOLD STATE

Some accounts that need to be purged for reuse in the next fiscal year may have detail history transactions that are 4 fiscal years old or less. This situation will prevent a Mass Delete from being processed and must be addressed. The following instructions allow a user to "move" these accounts to a "Hold" area and thereby allowing the Mass Delete and Mass Create functions to be performed.

The GL Account change function will allow a user to move an account containing history less than 4 years old to a different account number. In order move an account to a new account number, all portions of the new account (Org/Object/Project) must exist in the appropriate tables. As we will be changing only the project code, a new project must be created. The project should be the same number as the existing with a "Z" appended (i.e. 3104 becomes 3104Z). When creating the new project containing a "Z", establish a project description that identifies it as such so it will not be mistakenly used.. For example "TITLE I ***HOLD***"
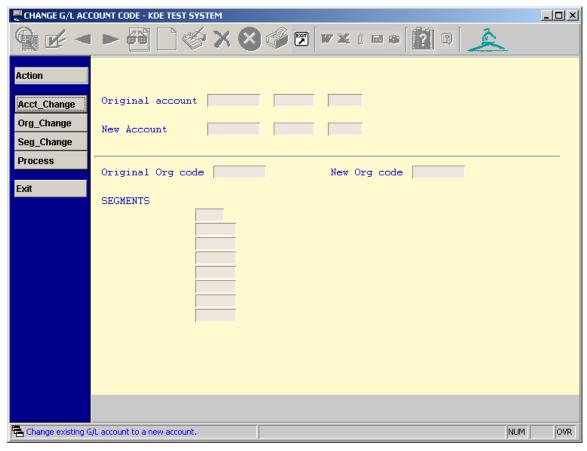
Munis contains a function that allows an account and it's associated history to be moved to another account. To run this program select:

To Change G/L Account Code, Select:

A) FINANCIALS

    A) General Ledger Menu

        A) Setup Chart of Accounts Menu

            N) Change G/L Account Code

A prompt appears recommending a backup be performed before proceeding and that no other users are in the system before proceeding. Ensure these have been done and proceed.

The following screen is displayed:

From the printed detail history list produced from Mass Deleting Next Year Projects/Accounts/Transactions, identify accounts with detail history 4 years old or less. From this list, perform the following steps:

1. Select the **Acct_Change** button.

2. Enter into the Original account the org, object and project of an account that must be "moved".

3. Enter into the New Account the new account number.

   The new account number must have the same org and object but will use a different project code. The project code shall be the same 4 digit project number except the 5th character will be "Z". For example:

   Original account   0002031 0110 3104

   New Account   0002031 0110 3104Z

4. Select the **Process** button to "move" the account and associated history.

5. Perform these steps until all accounts are moved after which the Mass-Delete function may be performed.

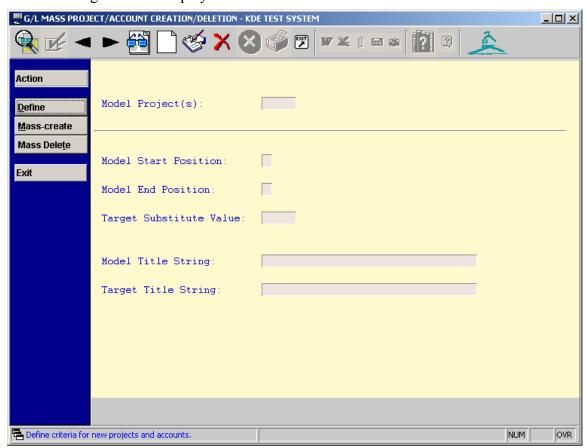# MASS CREATING A NEW YEAR PROJECT AND ACCOUNTS

Repeat the mass create project process for each project to be copied to the new year.

To Mass Create a New Year Project and Accounts, Select:

A) FINANCIALS

    A) General Ledger Menu

        G) Project Accounting Menu

            F) Mass Project/Account Creation

The following screen is displayed:

1. Select the **Find** icon (magnifying glass).

2. Enter a 4- or 5-character **Model project code** to be found in the **Model Project(s)** field. For example:

Model Project(s):	Projects Found:
1401	Project 1401
1401A	Project 1401A

3. Press **Esc** or **Check Mark** icon.

4. Select the **Browse** icon to display the Project Name.

   The following screen is displayed:

5. Verify that the project onscreen is the project to be copied.

6. You may print the project to be copied:

   i. Select **Output** icon (printer).

   ii. Select **P** to **Print**.

7. Select **Exit** to return to the Ring Menu.

8. Select the **Define** button.

9. Enter **4** in the **Model Start Position** field.

10. Enter **4** in the **Model End Position** field.

11. Enter the **last digit of the new fiscal year** in the **Target Substitute Value** field. For example, enter a 3 for the new fiscal year of 2003. These steps will replace the fourth character of the Project Code with the last digit of the new fiscal year.

12. Enter ***** (an asterisk) in the **Model Title String** field.

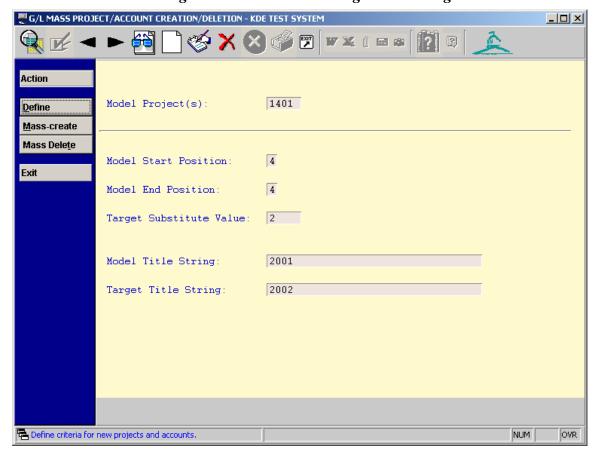13. Enter ***** (an asterisk) in the **Target Title String**. No change will be made to the Title when it is copied.

NOTE: *If a year is referenced in the Title, it will be copied without change using the asterisks. To change the year, enter the value to be changed in the Model Title String. Enter the new value in the Target Title String. For example, if 2001 in the Title needed to be changed to 2002, "2001" would be entered in the Model Title String and "2002" would be entered in the Target Title String. The sample screen below displays this example.*

Use caution. If "2001" is entered as the Model Title String, a title like "01 PROJECT" will not be changed. But if just "8" is entered, then any "1"

> *found in the Project Title will be changed. For example, the "1" in "1464"*
> *would be changed to the value in the Target Title String.*

```
G/L MASS PROJECT/ACCOUNT CREATION/DELETION - KDE TEST SYSTEM        _□×

Action

Define          Model Project(s):            1401
Mass-create
Mass Delete
                Model Start Position:     4
Exit
                Model End Position:       4

                Target Substitute Value:  2


                Model Title String:       2001

                Target Title String:      2002




Define criteria for new projects and accounts.                NUM    OVR
```

14. Press **Esc** to define the substitution criteria.

15. Choose the **Mass-create** button to create the new project and accounts and press **Esc**.

16. From the Output dialog box, choose **P** to **Print** the reports or **S** to **Spool** the reports (recommended).

   Two reports listing the projects and accounts created are generated. It is recommended that the reports are spooled. If they are, note the name of the spool file before proceeding. Refer to *MUNIS System Administration (SA-3)* in the *MUNIS User Procedures Guide* for information on printing spool files.

   Sample *Projects Created* Lists are attached as *Appendix A*, with a short explanation of the fields. A sample *Accounts Created* List is attached as *Appendix B*, with a short explanation of the fields.

CORRECTING A PROJECT TITLE

Review the Project Title in the *Projects Created* List carefully. If it is incorrect and needs to be changed, perform the following procedure to correct it.

To Correct a Project Title, Select:

A) FINANCIALS

    A) General Ledger Menu

        G) Project Accounting Menu

            B) Project Master Table

The following screen is displayed:

1. Select the **Find** icon (magnifying glass.

2. Enter the **Project Code** in the **Project code** field.

3. Press **Esc**.

4. Select the **Update** icon.

5. Correct the **Title**.

6. Press **Esc** to update.

Appendix A
SAMPLE PROJECTS CREATED LISTS

The ***Projects Created*** list reports all the projects created in the mass creation process. For each, the original project code, new project code, and new project title are listed. A blank new project code column means that no new project was created, and the accompanying error message appears in the new project title column.

In all the samples, the fourth character of the Project Code was changed to "2".

Search Criteria of "1401":

```
 2/19/XXX                      YOUR DISTRICT                      PAGE 1
 15:24:14                      PROJECTS CREATED                   glmasspa


 Orig          New
 Project Code  Project Code  New Project Title / Error Message
--------------------------------------------------------------------------------
 1401          1402          PROFESSIONAL DEVELOPMENT
```

Search Criteria of "1401B":

```
 2/19/XXXX                     YOUR DISTRICT                      PAGE 1
 15:54:28                      PROJECTS CREATED                   glmasspa


 Orig          New
 Project Code  Project Code  New Project Title / Error Message
--------------------------------------------------------------------------------
 1401B         1402B         PROFESSIONAL DEVELOPMENT/MES
```

Search Criteria of "1401E":

```
 2/19/XXXX                     YOUR DISTRICT                      PAGE 1
 16:05:32                      PROJECTS CREATED                   glmasspa


 Orig          New
 Project Code  Project Code  New Project Title / Error Message
--------------------------------------------------------------------------------
140XE                         Error: Unable to create; new project exists.
```

APPENDIX B
SAMPLE ACCOUNTS CREATED LIST

This report lists all the new accounts created in the mass creation process. The report's columns include organization code, object code, new project code, account type, and description. A blank line separates projects.

This sample was generated with Find criteria of "1401". The fourth character of the Project Code was changed to "2".

```
 02/19/XXXX                        YOUR DISTRICT                    PAGE 2
 15:24:14                         ACCOUNTS CREATED                  glmasspa


                 New       Acct.
 Org      Object Project   Type   Description
--------------------------------------------------------------------------------

 0702104  0110   1402      E      CERTIFIED PERMANENT SALARY
 0702104  0120   1402      E      CERTIFIED SUBSTITUTE SALARY
 0702104  0130   1402      E      CLASSIFIED REGULAR SALARY
 0702104  0213   1402      E      LIABILITY INSURANCE
 0702104  0222   1402      E      EMPLOYER MEDICARE CONTRIBUTION
 0702104  0253   1402      E      KSBA UNEMPLOYMENT INSURANCE
 0702104  0260   1402      E      WORKMENS COMPENSATION
 0702104  0331   1402      E      AUDITING SERVICES
 0702104  0335   1402      E      OTHER PROFESSIONAL CONSULTANT
 0702104  0339   1402      E      OTHER PROFESSIONAL SERVICES
 0702104  0551   1402      E      PRINTING - FORMS
 0702104  0580   1402      E      TRAVEL
 0702104  0581   1402      E      TRAVEL - IN DISTRICT
 0702104  0610   1402      E      GENERAL SUPPLIES
 0702104  0630   1402      E      RESTRICTED STATE REVENUE
 0702104  0731   1402      E      MACHINERY/EQUIP (NONINSTRUCT)
 0702104  1990   1402      R      MISCELLANEOUS REVENUE
 0702104  4500   1402      R      RESTRICTED FED THRU STATE
```